

**Computer Management Assistant (LAN) (T)**

**Computer Management Assistant (LAN)**

**Voucher Examiner (PSU) (T)**

**Voucher Examiner (PSU)**

**Receptionist**

**FSN#2011/131 (T)**

**Computer Management Assistant (LAN)**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Management Assistant, FSN-7

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** December 15, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): US\$ 39,994 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,033 per annum (minimum starting salary)  
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Global Financial Services (GFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Administer the Department of State's non-stop Global Financial Services ICT Systems to ensure optimal use of information technology resources through global networking. Perform tasks related to the planning, organizing, implementing, maintenance, and operations of the ICT systems of the GSF in Bangkok. Provide system protection, management advisory services, user support and training, and other related duties. May be required to work on irregular work schedule.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Science, Engineering, Information Science, Information Management, Information Technology or related discipline;  
(2) At least three years progressive responsible experience, primarily in information technology, and should have been as computer programmer, LAN Operator or System Administrator with English language system and program; (3) Level III (Good Working Knowledge) speaking/reading/writing English and Thai; (4) Experience in Microsoft 2003/2008 Networking supporting & troubleshooting.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT**

**CLOSING DATE FOR THE POSITION: December 15, 2011**

**\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

*“Effective January 1, 2012, Thai or Third Country National (TCN) candidates applying for jobs at the U.S. Mission to Thailand **are required** to include a copy of their official Test of English for International Communication (TOEIC) scores (standard listening and reading test) with their application.”*

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**FSN#2011/131**

**Computer Management Assistant (LAN)**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Management Assistant, FSN-8

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** December 15, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): US\$ 44,737 per annum (minimum starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 574,907 per annum (minimum starting salary)  
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Global Financial Services (GFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Administer the Department of State's non-stop Global Financial Services ICT Systems to ensure optimal use of information technology resources through global networking. Perform tasks related to the planning, organizing, implementing, maintenance, and operations of the ICT systems of the GSF in Bangkok. Provide system protection, management advisory services, user support and training, and other related duties. May be required to work on irregular work schedule.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- (1) Bachelor's degree in Science, Engineering, Information Science, Information Management, Information Technology or related discipline;
- (2) At least four years progressive responsible experience, primarily in information technology, at least three years of which should have been as computer programmer, LAN Operator or System Administrator with English language system and program; (3) Level III (Good Working Knowledge) speaking/reading/writing English and Thai; (4) Experience in Microsoft 2003/2008 Networking supporting & troubleshooting.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

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**FSN#2011/133 (T)**

Voucher Examiner (PSU)

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): US\$ 39,994 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,033 per annum (minimum starting salary)  
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal,

DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

## **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

(1) Two years post secondary study at college or university (high vocational school or equivalent);  
(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai;

## **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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## **CLOSING DATE FOR THE POSITION: December 15, 2011**

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**FSN#2011/133**

Voucher Examiner (PSU)

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** Until filled.

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): US\$ 44,737 per annum (minimum starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 574,907 per annum (minimum starting salary)  
(Position Grade: FSN-8)

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**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks,

Federal Travel Regulations, JFTR, DSSR CDC Handbook, USAID's ADS.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SALARY RANGE:**

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**CLOSING DATE FOR THE POSITION: Until filled**

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FSN#2011/134

**Receptionist**

**OPEN TO:** All Interested Candidates (THAI Citizens)

**POSITION:** Receptionist, FSN-4

**OPENING DATE:** December 9, 2011

**CLOSING DATE:** January 12, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/Executive Office (EXO) located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the receptionist and first point of contact for telephone inquiries and office visitors. Duties include answering incoming calls, welcoming visitors, and directing them to appropriate staff and/or taking complete and accurate messages; maintaining correspondence logs; preparing reports and contact information into the database system; and assisting with support activities for special events, conferences and training programs.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

(1) Completion of secondary school; (2) Three years experience in receptionist or clerical work in an English-speaking environment; (3) Level III (Good general working experience) speaking/reading/writing in English and Level IV (Fluent) in Thai; (4) Must possess strong oral communication and effective team working skill; (5) Must have technical ability to define and understand telephone switchboard operation, basic function of microcomputers and a local area network, software applications i.e. MS Office, Excel, Work, Power Point, Outlook).

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

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**CLOSING DATE FOR THE POSITION: January 12, 2012**

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